



e-Services Guide

Update Charity Contact Information

Last updated on March 2021

Homepage

Click **Update Charity Profile** on the left menu.

A Singapore Government Agency Website

CHARITY PORTAL (7) Logout

Hi, RUIZ

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Charity Profile ▾

View Charity Profile

Update Charity Profile

Application for Approval as an Institution of a Public Character (IPC)

Annual Submissions

Application for Deregistration as a Charity

Welcome RHYS RUIZ,

You are representing: TERRA COLLEGE ENTITY (PRIVATE LTD.)

i The deadline for the Annual Submission for FY22 is in 529 days. You may download the [Checklist for Annual Submissions](#) to prepare yourself the documents you need. Submit

Your Form(s): 0 Record(s)

We note that you do not have any draft application. If your organisation is interested to be registered as a charity, please submit an [Application for Registration as a Charity](#).

S/N	Reference No.	Name of Form	Last Updated Date	Status
No record found				

Your Submission(s): 18 Record(s)

S/N	Submission No.	Name of Form	Last Updated Date	Status
No record found				

Update Charity Contact Information

Refer to the description on what updates you can make when you submit this form.

On the main page of the Update Charity Profile, click **Update Charity Contact Information**.

Update Charity Profile

The governing board members of registered charities are required to notify the Commissioner of Charities (COC) or Sector Administrators (SAs) if there is any change in its Governing Instruments, or in its particulars entered in the Register, and to furnish the COC or SAs with particulars of any such change and copies of any new Governing Instruments or alterations of the Governing Instruments, within 7 days after such change or such longer period as the COC or SAs may, in his discretion, allow.

Please select an e-Service from the following list to update your charity's profile:

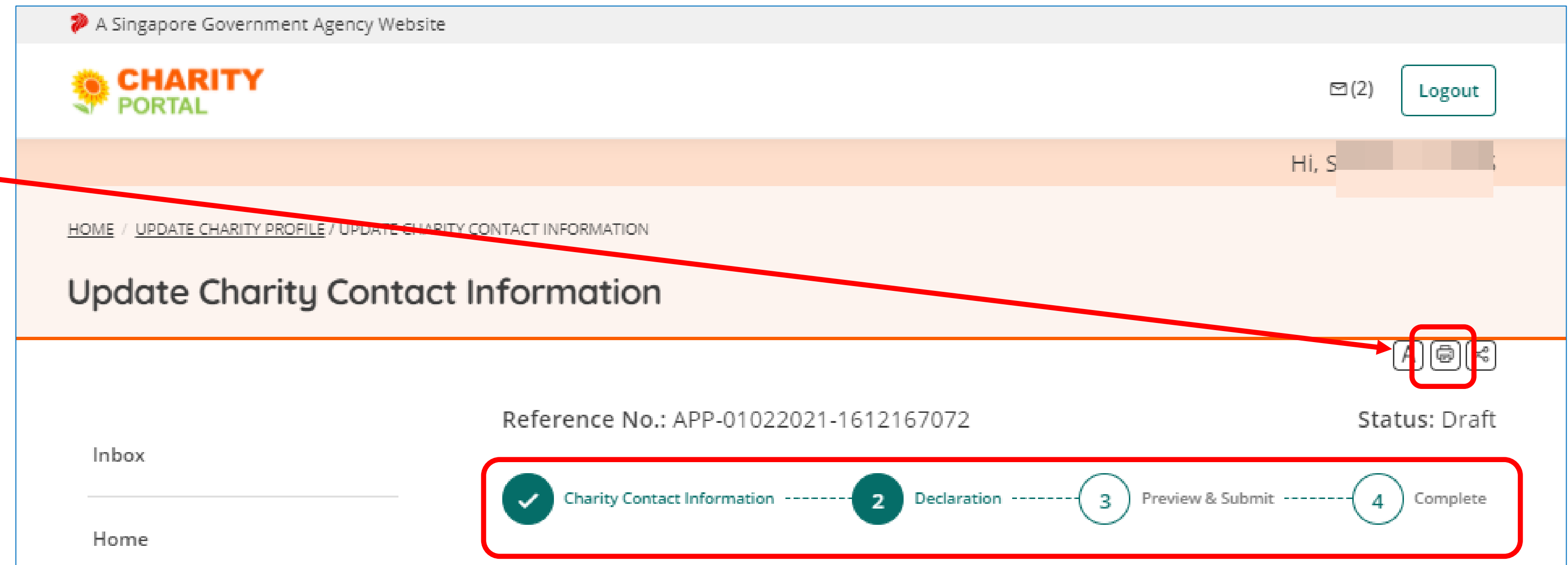
e-Services	Description	Documents Required
Amendments to Governing Instrument →	<p>Please submit this form if there are changes to your charity's Governing Instrument.</p> <p>Estimated time to complete: 12 mins</p>	<ul style="list-style-type: none"> Proposed Amendment to Governing Instrument Template .doc, 12.6 kb
Appointment of Auditor (for IPCs or Large Charities) →	<p>This form is to seek the COC's or SA's approval for the appointment of Auditor for IPCs or Large Charities.</p> <p>Note: IPCs or Large Charities are required to change its Auditor at least once every 5 years.</p> <p>Estimated time to complete: 9 mins</p>	<ul style="list-style-type: none"> Auditor Declaration Form .pdf, 23kb
Update Charity Contact Information →	<p>Please submit this form to notify the COC or SAs for changes to your charity's contact details and primary contact person.</p> <p>Estimated time to complete: 12 mins</p>	

4 Stages of the Submission

Select the **Print** icon at the top right corner if you would like to print any parts of the submission.

There are 4 stages for Update Charity Contact Information.

The current stage will be a solid colour and the stages that are completed will be marked with a check.



Update Contact Person's Information

Update your charity's contact person details accordingly.

Your charity's contact person details are displayed on the Charity Portal for public viewing.

Reference No.: APP-01022021-1612167072 Status: Draft

1 Charity Contact Information
 2 Declaration
 3 Preview & Submit
 4 Complete

- All fields are mandatory unless otherwise stated.
- You can save the application form as draft copy for future completion.

Please note that your charity's contact details (including details of the Contact Person) are displayed on the Charity Portal for public viewing.

Contact Person

Salutation Full Name as per ID

Mr Er ██████n

Contact No.

Provide at least one contact number

Office 87 ██████ Mobile Enter no. Home Enter no.

Email Address Designation (within Organisation)

er ██████.com Manager

Update Charity's Contact Information

Update your charity's contact details accordingly.

Name of Organisation is not editable. Please contact your Sector Administrator for more information.

Mouse over the tooltip (?) icon to view more information regarding change in your charity's Governing Instrument.

Your charity's details are displayed on the Charity Portal for public viewing.

Organisation Contact Details

Name of Organisation ?

HEAR ██████████ .K BHD.

Contact No.

Office 123 ██████ 5 Fax (Optional) 9: ██████ 34

Email Address

Org ██████ ██████ m

Please note that if there are changes to your charity's objects in its governing instrument, prior approval is required. Please contact Charities Unit or your Sector Administrator on the above matters.

Update Charity's Contact Information (Cont')

Update your charity's registered address details accordingly.

Enter the postal code and click **Retrieve Address** to prepopulate Blk/House No., Street Name and Building Name. Enter the Floor and Unit No., if any.

Registered Address

Postal Code

32 32

Blk/ House No. Street Name

7 R NE

Building Name

Enter building name

Level No. (Optional) Unit No. (Optional)

Enter level no. - Enter unit no.

Update Charity's Contact Information (Cont')

Update your charity's postal address accordingly.

If the Registered Address is not the same as the Postal Address, click **No** to enter your charity's Postal Address details.

Enter the postal code and click **Retrieve Address** to prepopulate Blk/House No., Street Name and Building Name. Enter the Floor and Unit No., if any.

Click **Declare and Submit** after the completing your updates.

Postal Address

Same as the above - Registered Address?

Yes No

Postal Code

7 5 Retrieve Address

Blk/ House No. **Street Name**

Building Name

Level No. (Optional) - **Unit No. (Optional)**

Declare and Submit

Declaration

The declarant's Full Name as per ID, ID Type, ID No. and Email Address are prepopulated from Corppass.

Declarant's name is non-editable as it is a Government-verified data. If it is incorrect, please contact mccy_charities@mccy.gov.sg for further assistance.

Read the declaration statements carefully and select declaration checkboxes.

Click **Preview** to go to Preview page.

Charity Contact Information
 2 Declaration
 3 Preview & Submit
 4 Complete

Declaration

- Your name is pre-populated from Corppass, and is Government-verified data. If it is incorrect, please contact mccy_charities@mccy.gov.sg for further assistance.

Declaration Details:

Full Name as per ID
L... ILL

ID Type: NRIC (CITIZEN) ID No.: S*... 20A

Email Address: Llo...@...com Designation (within Organisation): Manager

Please note that any false information provided in this application will invalidate this application.

I confirm that the information provided in this application is true and accurate to the best of my knowledge. I am aware that the provision of false or misleading information in relation to this application to the Commissioner of Charities can constitute a criminal offence, which is punishable by imprisonment and/or a fine.

I hereby declare that the details stated in this submission are true, correct and complete.

Preview

Select the **Print** icon at the top right corner if you would like to print submission preview.

Verify the information that you have provided.

Click **Submit** to submit the completed form.

Reference No.: APP-04032021-1614844149 Status: Draft

✓ Charity Contact Information ----- ✓ Declaration ----- **3** Preview & Submit ----- 4 Complete

Submission Preview

Before submission, please verify all the details in the completed form:

Please note that your charity's contact details (including details of the Contact Person) are displayed on the Charity Portal for public viewing.

Contact Person

Salutation	Full Name as per ID
Mr	John

Contact No.		
Office:	Mobile: 98 [redacted]	Home:

Email Address	Designation (within Organisation)
defa [redacted] .com	Manager

Organisation Contact Details

Name of Organisation

AS [redacted] ION

Contact No.

Back to Declaration Submit

Acknowledgement

You will receive an acknowledgement of the submission.

Click **Save a Copy** to download the submission in PDF.

Reference No.: APP-04032021-1614844149 Status: Draft

Charity Contact Information

 Declaration

 Preview & Submit

 Complete

Submitted!

An acknowledgement of your submission will be sent to your email: Lloyd_Mcneill@email.com

Submission Date: 04/03/2021 16:07:40

You may save a copy of your submission here: Save a Copy

[Back to Home](#)

Contact Us



Helpdesk (6337 6597)



MCCY_Charities@mccy.gov.sg

Thank You



@MCCYsg



mccy.gov.sg